

# Franklin County Library Board

**Present:** Emma LeCroy, Logan Mathis, Rosie Chitwood, Wayne Miller, Cheryl Slater, Kasie Freeman, Gayle Maxwell, Kathryn Ames, Jack Slaton, Donna Brumby

**Visitors:** None

**Date:** 01/24/2011

Cheryl Slater called meeting to order.

Minutes approved: 1<sup>st</sup> Wayne Miller; 2<sup>nd</sup> Logan Mathis; All agree.

Agenda approved: 1<sup>st</sup> Jack Slaton; 2<sup>nd</sup> Wayne Miller; All agree

Public Comments: None

## Financial Reports from Kathryn Ames

- 50% of the year is completed, we have taken in 59% and spent 58% of the year's budget
- New computers were bought for both libraries, this results in being overbudget
- We received an erate check of \$1,876.83 that will pay 70% of our phone bills, this is from the federal universal service fee
- Lavonia & Royston have received gifts and the fund equity is healthy

## Director Report from Kathryn Ames

- Everyone needs to write legislatures about funds for new Royston building, if email please reference Franklin County/Royston Library and request we be included in the bond budget
- Varsity Hot Dog Day will be held for the Senate & House members and their staff to promote libraries and construction projects.
  - o Rita Shoemaker and Mayor Jordan are attending
  - o Issues are Royston Construction and overall 9% reduction expected in funds for library
- Georgia Library Association Legislative Day is 2/14/2011
- Funds Reduction may impact carrier coming to libraries
- Athens Library construction starts April/May 2011, will assign 2 employees from Athens to our libraries who live near us. They will be paid by Athens, 1 in Royston and 1 in Lavonia. They will be full time, 40 hours, and work for Rosie and Emma. They will help with change in Pines coming up, request a person with computer skills and may be able to expand library hours with their help.
  - o Accept Offer: 1<sup>st</sup> Jack Slaton; 2<sup>nd</sup> Logan Mathis; All in favor.
- Annual Report at Regional
  - o 30% of Franklin County population has library card; state average is 48%
  - o 5 visits per capita for every person in county
  - o 19,000 people in county
  - o 3 books per capita checked out; state average is 4.5
  - o We have 1.8 books per capita in state; 1.29 books per capita in county
  - o Kathryn will email the info she has on stats to us

- Frank Ginn is concerned about glass in design, and that it will need more heat & air to cool & warm.
- Donna Brumby asked libraries to continue weeding old material that is outdated (old health info) and not used. Pines can report titles not checked out in 6 years. Also, remove VHS tapes.

#### Local Reports

- Royston
  - o City of Royston gave Rosie budget worksheet to complete.
- Lavonia
  - o Budget should go into affect in March, the board doesn't discuss with the city
  - o Donations to the library from Lavonia are approved

#### New Business

- Vacant Carnesville position: Nancy White applied, vote her on to board effective to expire 6/30/2014
  - o 1<sup>st</sup>, Jack Slaton; 2<sup>nd</sup>, Gayle Maxwell; All approve.
  - o Mrs. Slater will recommend Ms. White to the Carnesville Mayor and they will have to approve her.
- Carnegie library anniversary – 4/11/11, an open house followed by meet the author
  - o Ask City to proclaim a library week?
  - o Get anniversary banner
  - o Regional PR person can come to friends meeting on February, 14
  - o Lavonia DDA may help
  - o FC Citizen – give them pics
  - o Country Roads magazine
  - o Women's Club – Mrs. Vandiver
- Process for Public Comments
  - o Allow 5 minutes for comments
  - o Consider what person said or not later in the meeting
  - o As part of procedure, don't take action at that time but can add it later into the agenda
  - o If a group on same subject, will limit to 3 people at 5 minutes each (15 minutes total)
- FC Board appoint nominating committee in April; elect officers in July and they take office in the October meeting
- At next meeting, Kathryn will talk about the process of strategic planning and the different roles of public libraries. Rapid growth in Lavonia with hospital is expected.
  - o Where is library going?
- May 12<sup>th</sup> in Watkinsville, trustee workshop by Lynn Hopper; trustees roles in planning

#### Old Business

- Royston library – contact legislators/representatives
- Royston and Carnesville 4<sup>th</sup> & 5<sup>th</sup> graders sent letters to the leg/rep

Adjourn –

Next meeting: Royston library, April 11, 2011 at 10:00

Respectfully submitted by Secretary Kasie Freeman.

# Franklin County Library Board

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Adjourn –

Next meeting: Royston library, April 11, 2011 at 10:00

Respectfully submitted by Secretary Kasie Freeman.

approved 7/11/11

Franklin County Library Board of Trustees  
Minutes of April 11, 2011, Meeting

Present: Kathryn Ames, Donna Brumby, Emma LeCroy, Rosie Chitwood, Nancy White, Wayne Miller, Logan Mathis, Rita Shoemaker, Gayle Maxwell, Cheryl Slater

Visitors None

- Cheryl Slater called the meeting to order.
- Minutes of January 24, 2011, meeting were approved, and the meeting agenda was adopted.
- There were no public comments.
- Lavonia local library report was given by Emma who spoke about the 100<sup>th</sup> anniversary celebration at Lavonia Carnegie Library, and preparation for the summer reading program. Logan spoke about the Lavonia City Council's decision to pave the parking lot and make other parking-related improvements.
- Royston local library report was given by Rosie who spoke about plans for the summer reading program which will contain children, teen, and adult programs. Annette will speak to Central Franklin Elementary school students to promote the program there. Library staff will attend a special event that gives attendees ideas for reading programs.
- Kathryn updated the board on status of temporary help from employee at Athens Regional Library during their construction program. A staff member who lives in Canon will be splitting 40 hours of work time between Lavonia and Royston libraries. This staff member will report to local branch managers and is expected to begin work on 4/18 or 4/19.
- Kathryn gave the regional director's report which included an update on the legislative process for the Royston Library building project. Royston is second on the list behind Twiggs county. She said that more cuts in state library funding are coming, but her goal is not to furlough any employees. She also asked Emma and Rosie to give her a list of office supplies they may need that will be available from ARLS because of construction. Library financials are in good shape. Not yet reflected in the financials are interest payments that will be used for computer replacements already made. Some of the gift account money will likely be needed to purchase books. There will be a Trustee Training Workshop at the Oconee Library

copies of  
Lib Board  
minutes for the  
files  
- Donna

On May 12, 2011. Interested attendees need to respond by April 29. Cheryl said that she plans to attend and asked any other trustees who are interested to let her know.

New Business:

- The board has two vacant positions representing the Board of Commissioners (positions vacated by Ed Bowns and Kasie Freeman). Cheryl told the trustees that the BOC has posted a link on their web site which interested parties can use to apply for these positions.
- The board approved the following dollar amounts to be requested of the library funding sources:

Board of Commissioners	\$40,000
Board of Education	\$24,300
City of Royston	\$18,000
City of Carnesville	\$ 2,000
City of Lavonia	\$15,000
City of Franklin Springs	\$ 1,000
City of Canon	\$ 1,300

Kathryn suggested that we be prepared to tell these agencies what the funding increases will be used for and what benefits they will bring. Staff salaries are low and additional revenue can be used for salary increases. Money can also be used to buy books because libraries can't continue to rely mostly on donations and Friends of Library gifts, and state cuts continue. Libraries have replaced their computers, and this has been a popular addition. It's also possible that time allocated to summer reading programs can be extended since school children will have more time off in the summer.

- Cheryl appointed Gayle and Rita to serve with her on the officer nominating committee. Terms will be as follows: Cheryl as current co-chair term to expire July 2012; Second Co-Chair term to run from July 2011 to July 2013; Vice Chairman and Secretary terms to run from 2011 to 2012.

Other Business: Next meeting date will be July 11, 2011, at the Lavonia Carnegie Library.

Meeting was adjourned.

Minutes prepared by Co-Chair Cheryl Slater

## FRANKLIN COUNTY STRATEGIC PLAN

## MISSION STATEMENT

The mission of the Franklin County Libraries is to provide organized access to information and services for all the citizens of Franklin County in order to meet their educational, recreational, social and cultural needs, in attractive and friendly environments.

## VISION STATEMENT

The Franklin County Libraries will strive to meet the ongoing and changing educational, informational, and recreational needs of our county by providing access to both traditional and emerging library services.

A service-oriented staff working with the regional system and Library Board will develop a safe, pleasant environment in conveniently organized facilities.

The libraries will provide access to ideas and information for the community including educational institutions, businesses, governments, and other libraries.

## GOALS

GOAL I: To secure adequate funding to sustain current operations and support anticipated growth of service through a coordinated effort.

GOAL II: To secure volunteers to strengthen the visibility of the Franklin County Libraries and provide leadership in providing information access and service delivery for the county.

GOAL III: To train the staff to provide the broadest possible use of electronic resources.

GOAL IV: To develop a facilities master plan with attention to long term needs, maintenance issues, and potential growth.

approved 10/10/11

Franklin County Library Board of Trustees  
Minutes of July 11, 2011, Meeting  
Corrected 7/18/2011

Present: Library Personnel: Kathryn Ames, Emma Lecroy, Rosie Chitwood.  
Trustees: Rita Shoemaker, Wayne Miller, Logan Mathis, Debbie Flowers,  
Nancy White, Darby Cannon, Gayle Maxwell, Cheryl Slater

Visitors None

- Cheryl Slater called the meeting to order.
- Minutes of April 11, 2011, meeting were approved. Motion made by Rita and second by Nancy.
- The meeting agenda was adopted. Motion made by Wayne and second by Rita.
- There were no public comments.
- Lavonia local library report was given by Emma, who referred trustees to her local manager's report. Improvements to the parking lot were noted. Emma also said that her door counter was not working.
- Royston local library report was given by Rosie who pointed out the contribution made by Lindsey for a video that promotes the Young Adult SRP, that Jessica is leaving to teach in China, and that the home school program will start after Labor Day. Regarding the Royston Library building project: trustees were asked to begin contacting our legislators to encourage them to support the project. Kathryn suggested the need for some kind of event to promote it in the next quarter.
- Kathryn gave the director's report by asking that we spend time at our next meeting to talk about library planning and how we see providing library services to our county in the future. She spoke briefly about trustee responsibilities that were covered in the May trustee meeting—roles of fundraising, improving the visibility of our libraries in our communities, and advocacy. She noted that there is a state funding crisis in that there has been a 30% reduction in funding in the past three years. The state materials budget is expected to be 12 cents per capita. Because of this our libraries need to promote the use of PINES by patrons seeking materials not available locally.

Logan asked about the books that are taken out of circulation by other libraries. Kathryn said that some libraries will pull copies they don't need and send them to Baker & Taylor who gives them to local libraries like ours to sell.

for the  
ARLS  
files  
- D. Brumby



approved 1/9/12

Franklin County Library Board of Trustees  
Minutes of October 10, 2011, Meeting

Present: Regional Library Personnel: Kathryn Ames, Donna Brumby. Local Library Personnel Emma Lecroy, Rosie Chitwood. Georgia Public Library Service Assistant State Librarian for Library Development Alan Harkness. Athens Regional Library Board Chairman George Nale. Franklin County Library Board Members Cheryl Slater, Darby Cannon III, Debbie Flowers, Wayne Miller, Ann Ashworth, Travis Moon, Logan Mathis, and Rita Shoemaker.

- Cheryl Slater called the meeting to order.
- New board members Ann Ashworth and Travis Moon, both representing the Board of Education, were welcomed.
- Minutes of July 11, 2011, meeting were approved. Motion made by Rita and second by Darby.
- Alan Harkness, was introduced as guest speaker on the topic of roles and responsibilities of library trustees.
- Cheryl gave members an updated list of board members and contact information.
- The meeting agenda was adopted. Motion made by Wayne and second by Rita.
- There were no public comments.
- Royston local library report was given by Rosie who highlighted the success of the summer reading program and computer classes which are filled through March 2012.
- Lavonia local library report was given by Emma, who spoke of new shelving to be received for paperback books, the parking lot improvements, and interviewing progress to replace a library assistant who resigned. The Lavonia Carnegie Library will also host the regional library board meeting on October 20.

- Kathryn gave the director's report and noted the following: Revenues for the just completed first quarter should be at 25%. The Board of Education and cities have been billed. The gift accounts are healthy, but the certificate of deposit (Royston construction funds) is not earning very much. The Royston library building project is number 2 on the Georgia Public Libraries 2013 Capital Outlay construction list. The regional FY2012 budget had to be reduced an additional 2% mandated by the State. This means a reduction in per capita allocation for materials. Our Friends organizations will be instrumental in providing money for materials. Information about the Friends of the Georgia Libraries was provided to board members. The focus for the January meeting will be strategic planning for Franklin County libraries.

In response to a question about library facilities in Carnesville, Kathryn replied that there was a library there in the past but it was a very low use facility. The City of Carnesville does financially support the county libraries.

- Alan Harkness gave a PowerPoint presentation on "Who's in Charge? Roles and Responsibilities of Library Trustees" and provided handouts for board members.
- Next meeting date will be January 9, 2012, at the Lavonia Carnegie Library.

Meeting was adjourned.

Minutes prepared by Senior Co-Chair Cheryl Slater